

Department of State, S/CRS

Program Analyst

DEPARTMENT: Department Of State, Office of the Coordinator for Reconstruction and Stabilization

JOB ANNOUNCEMENT NUMBER: [S/CRS-2009-0001](#)

SALARY RANGE: 69,764.00 - 90,698.00 USD per year

OPEN PERIOD: Wednesday, December 17, 2008 to Wednesday, December 24, 2008

SERIES & GRADE: GS-0343-12/12

POSITION INFORMATION: Full-Time Permanent

PROMOTION POTENTIAL: 12

DUTY LOCATIONS: 1 vacancy - Washington DC Metro Area, DC

WHO MAY BE CONSIDERED: Open to all U.S. citizens

MAJOR DUTIES:

Serve as first-line procurement and contract advisor for S/CRS with formal accountability as the Office's Contracting Officer Representative or any similar duties applicable; and serve as initial point of contact for vendors and field clients' offices with outstanding invoices, particularly on communications and computer or systems equipment;

Receive and inspect deliveries of equipment, furniture and supplies to ensure there are no damages or missing items, and record the new and disposed equipment activities in the Department's ILMS;

Provide services such as: facilitate travel management for each component of S/CRS; conduct space surveys necessitated by organizational changes and infrastructure growth in S/CRS that involve the shifting of personnel and that therefore affect office space; and procure necessary telephone and fax services for offices;

Administer an effective records management program; and serve as the administrator of S/CRS's security program, ensuring that all employees comply with the Department's security regulations.

Click [here](#) for the full Job Announcement on USAJobs and to apply.